

## GUIDELINES FOR CONDUCTING PRENOMINATION PERSONAL INTERVIEWS

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**A7-1. Purpose.** The purpose of the personal interview is to assist in determining the acceptability of an individual for nomination and further processing for a position requiring access to SCI prior to requesting an SBI (see figure A7-1).

**A7-2. Scope.** Questions asked during the course of a personal interview must have a relevance to a security determination. Care must be taken not to inject improper matters into the personal interview. For example, religious beliefs and affiliations, beliefs and opinions regarding racial matters, political beliefs and affiliations of a non-subversive nature, opinions regarding the constitutionality of legislative policies, and affiliations with labor unions and fraternal organizations are not proper subjects for inquiry. Department of Defense representatives conducting personal interviews should be prepared to explain the relevance of their inquiries. Adverse inferences must not be drawn when a person refuses to answer a question that has not been established as relevant to national security.

**A7-3. The Interviewer.** Persons conducting personal interviews have broad latitude in performing this essential and important function. Therefore, a high premium must be placed upon the exercise of good judgment, common sense, and the requirements of paragraph A7-2. Personal interviews are conducted in a manner that does not violate lawful civil and private rights or discourage lawful political activity in any of its forms, or intimidate free expression. Consequently, interviewers must have a keen and well-developed awareness of and respect for the rights of interviewees. Interviewers must not offer an opinion concerning the relevance or significance of information provided by the interviewee relating to eligibility for access to SCI. The interviewer will indicate that the sole function of the interview is to obtain information and that the determination of relevance or significance to the individual's eligibility will be made by other designated officials, normally HQ USAF/INSB.

**A7-4. Interview Procedures:**

a. HQ USAF/INS personnel establish uniform procedures for conducting the interview which are designed to elicit information relevant to making a tentative eligibility determination.

Nomination and further processing is based on the interview and other locally available information (DD 398, personnel records, security files, etc.).

(1) The interview is of a personal nature and is an opportunity for the nominee to present additional, pertinent information. Before conducting the interview, the nominating organization (or interviewing organization) requires the nominee to complete DD Form 398, and requests a local files check (LFC). The interviewer must review the DD Form 398 and any prior DD Forms 398 to pinpoint omissions, gaps, incomplete entries, or similar discrepancies, and must also review any locally available information revealed by the LFC.

(2) Questions asked during the interview are designed to reveal an individual's involvement, if any, in those areas outlined in chapter 1 section D, and in attachment 5. These interviews are also used to expand on, or clarify any questionable portions of the individual's DD Form 398 or any questionable information disclosed by the LFC. Use the DD Form 398 as an interview guide, to ensure proper inquiries for confirming the nominee meets the acceptability criteria of paragraph A7-6.

(3) Questionable or unfavorable information developed during an interview must be recorded in the remarks block of the AF Form 2583, used to initiate the SBI. Forward AF Form 2583 to the base authorized requester of investigations to assist in completing DD Form 1879.

b. Interviewers must structure interview procedures to ensure the interviewee receives full rights under the Constitution of the United States, the Privacy Act of 1974, and other applicable statutes and regulations.

(1) Prior to starting the interview, the person being interviewed must be informed of his or her rights under the 5th Amendment to the Constitution or Article 31, Uniform Code of Military Justice (UCMJ), as applicable. The interviewee must also be given the information in paragraphs (2) through (5) below, as required by the Privacy Act (AFR 12-35).

(2) Authority to solicit the information is Executive Order 11652, Classification and Declassification of National Security Information and Material; Executive Order 10450, Security Requirements for Government Employ-

## SCI SCREENING INTERVIEW

Nominee \_\_\_\_\_ Date \_\_\_\_\_  
 (Full Name)

SSN \_\_\_\_\_

(Circle One)

1. Are you or is any member of your immediate family a citizen of any country other than the United States? YES NO ✓
2. Do you or a member of your immediate family have any relative or friends who are citizens of, or reside in, Communist or Communist-controlled countries, or countries whose governments are unfriendly to the United States? YES NO ✓
3. Do you have any relatives or friends who are citizens of a Communist country but who reside in a non-Communist country? YES NO ✓
4. Do you have reason to believe anyone would characterize you as indiscreet, unstable or of questionable character because of past or present actions or associations? YES NO ✓
5. Do you have any reason to think that anyone would believe you to be disloyal to the United States? YES NO ✓
6. Have you ever been arrested, detained or charged with a criminal offense; had charges dropped or been advised that no record will be made of an incident? YES NO ✓
7. Have you ever been convicted by military court or been the subject of a criminal investigation conducted by a military investigative agency? YES NO ✓
8. Have you ever been punished under Article 15 of the UCMJ? YES NO ✓
9. Have you ever:
  - a. Failed to meet your financial obligations? YES NO
  - b. Filed for bankruptcy? YES NO
  - c. Petitioned for Chapter 13, Wage Earner's Plan? YES NO
  - d. Had an account placed for collection? YES NO
  - e. Had a check cashing privilege revoked? YES NO
10. Do you have any reason to believe that there is any unfavorable credit information about you on file with any credit bureau, business, or court? YES NO ✓
11. Do you have a history of excessive or habitual use of alcohol? YES NO ✓
12. Do you have a history of nervous disorders? YES NO ✓
13. Have you ever been to a doctor due to symptoms of a nervous disorder? YES NO ✓
14. Do you have a history of anxiety reactions? YES NO ✓
15. Have you ever been to a doctor as a result of anxiety or depression? YES NO ✓
16. Do you have a history of mental illness? YES NO ✓
17. Have you ever consulted a psychiatrist or psychologist? YES NO ✓
18. Do you have a history of being a drug user, drug addict, drug supplier, or casual drug supplier (reference AFR 30-2)? YES NO ✓
19. Have you ever experimented with drugs, including marijuana? (If yes, when was the last time you used marijuana or drugs?) YES NO ✓

Figure A7-1. SCI Screening Interview.

- 20. Have you ever participated in a drug rehabilitation program because of your drug involvement or alleged drug involvement? YES NO
- 21. Have you ever performed or been involved in a deviant sexual act, homosexuality, or child sexual abuse? YES NO
- 22. Are there any incidents (i.e., extra-marital affairs, undetected theft, fraud, or embezzlement) which might make you subject to blackmail? YES NO
- 23. Are you now or have you ever been a member of any Communist Party or other Communist organization? YES NO
- 24. Are you now or have you ever been a member of any Fascist organization? YES NO
- 25. Are you now, or have you ever been a member of any organization, association, movement, group or combination of persons advocating the overthrow of the American constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States by unconstitutional means? YES NO ✓
- 26. Are you now or have you ever been affiliated or associated with any organization listed or described in Items 23, 24, or 25 as an agent, official, or employee? YES NO ✓
- 27. Are you now or have you ever been associated with an individual, including a relative, who you know or have any reason to believe is or has been a member of any organization listed or described in Items 23, 24, or 25? YES NO ✓
- 28. Have you ever knowingly contributed funds or other support to any organization listed or described in Items 23, 24, or 25? YES NO ✓
- 29. Have you ever participated in any of the activities or any organization listed or described in Items 23, 24, or 25? (This includes attending meetings or social gatherings, distributing material prepared by or for the organization or any of its instrumentalities, and soliciting for the organization by telephone, in writing, or in person.) YES NO
- 30. Have you ever been approached to engage in espionage or sabotage against the United States or one of its allies? YES NO
- 31. Have you ever engaged in espionage or sabotage against the United States or one of its allies? YES NO
- 32. Have you ever had any unofficial contact with representatives of a foreign government? YES NO
- 33. Have you ever been approached to give or sell any government classified or unclassified material to persons not authorized to receive it? YES NO
- 34. Have you ever been involved as the subject in any security violations, deviations, or incident? (If yes, explain each incident in detail and explain the final disposition.) YES NO

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All YES answers must be explained in detail.  
Attach additional sheets as necessary.

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Figure A7-1. Continued.

I have answered all questions to the best of my knowledge and belief. I have not intentionally provided any incorrect or misleading information.

\_\_\_\_\_  
(Signature and SSN of Nominee)

Date: \_\_\_\_\_

I have personally interviewed the nominee and have witnessed the signatures in the record of interview. The nominee:

- \_\_\_\_\_ Is nominated for access to SCI.  
 \_\_\_\_\_ Is not nominated for access to SCI.  
 \_\_\_\_\_ Should remain in casual status pending completion of SBI.

\_\_\_\_\_  
(Name, grade, and title of person conducting interview)

**Figure A7-1. Continued.**

**A7-5. Protection of Interview Results.** Information developed during the course of the interview must be maintained in personnel security channels and made available only to those authorities who have a need-to-know in connection with the processing of an individual's nomination for duties requiring access to SCI or those who need access to information either to conduct the required SBI or to adjudicate the matter of the interviewee's eligibility for access to SCI, or as otherwise authorized by Executive order or statute.

**A7-6. Acceptability Determination:**

a. The determination of the interviewee's acceptability for nomination for duties requiring access to sensitive information are made by the commander, or designee, of the nominating organization.

b. Criteria guidelines contained in DCID 1/14 and USAFINTEL 201-1, upon which the acceptability for nomination determination is to be based are provided to organizational commanders nominating individuals for access to SCI. Command guidance, if any, must be consistent with DCID 1/14 and USAFINTEL 201-1 policies with respect to individual acceptability for nomination to duties requiring access to SCI.

c. Besides criteria of chapter 1, section D, the personal interview must conform that the nominee meets these basic criteria:

(1) Loyalty. The nominee must be unquestionably loyal to the United States. Members of

the individual's immediate family and persons to whom he or she is bound by affection or obligation must neither be subject to physical, mental, or other forms of duress by a foreign power, nor advocate the use of force or violence to overthrow the Government of the United States by unconstitutional means.

(2) Character. The nominee must have no record of:

(a) Conviction by military court during the 5 years immediately before nomination, except punishment of offense equal to that authorized by Article 15, UCMJ, whether imposed by summary courts-martial or higher court, and the offense is defined as a minor offense under paragraph 128b, Manual for Courts-Martial (MCM) 1969.

(b) Conviction by civil court, for other than minor traffic violations as listed in AFR 33-3, during the 5 years immediately before nomination.

(c) Excessive or habitual use of alcohol.

(d) Financial irresponsibility.

(e) Nervous disorders, anxiety reactions, or mental illness.

(f) Drug abuse, as defined in AFR 30-2.

d. If the nominee is found unacceptable for nomination and further processing for duties requiring access to SCI due to the above criteria, disqualifying information must be sent thru HQ USAF/INSB to AFSCO, Wash DC 20330-6440, for a determination of the individual's continued clearance eligibility. Forward the

information through HQ USAF/INSB to AFSCO within 3 workdays of the determination and include:

(1) All identifying information concerning the individual, including present duty location and organization of assignment.

(2) The level of clearance required for

present duties.

(3) Copies of all reports and documents, including DD Form 398, results of LFC, etc., used to reach the determination of nonacceptability.

(4) The unit commander's recommendation concerning future clearance eligibility.